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JUL 22 1977

MEMORANDUM FOR: General Counsel
Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff

Document No. <u>1723</u>
No Change In Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed to: TS <u>61E</u> 1989
Next Review Date: _____
Auth.: HR 70-3
Date: <u>11 JAN 1979</u> By: <u>051</u>

SUBJECT: Use of the DD/P Document Locator System
by the DD/S

1. The Document Locator System is designed to centrally control, in the Records Integration Division, DD/P, the current location of controlled DD/P originated documents which are not in the RI control files. This system of controlling pertinent documents (including cables and TOP SECRET documents) within the DD/P, through the use of the Document Tickets has been tested and approved for all DD/P offices. The purpose of this communication is to provide the procedures by which certain documents received by DD/S elements from DD/P offices will be included in this system.

2. These instructions are applicable to all headquarters personnel within the DD/S who have occasion to receive or process controlled documents with Locator Tickets attached. The control of such documents in the DD/S offices will be established at predetermined "Locator Points". (See attached listing) The effectiveness of this system is dependent upon the prompt return of the Locator Ticket and the routing of the controlled documents through the designated "Locator Points". Controlled documents moving between areas serviced by two different "Locator Points" must also be receipted to reflect the current location.

3. Effective _____ the DD/S offices at the control points listed will acknowledge receipt of DD/P controlled documents by the return of Locator Tickets as provided in the attached illustrated flow chart.

4. The responsibility for attaching Locator Tickets to documents to be controlled by this system rests with the DD/P originating office at headquarters and with the RI Division for incoming station documents.

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The DD/P has agreed to the use of the system by DI/S offices when: it is desired to know the immediate location of DD/S originated documents routed to several addressees in succession in the DD/P. If a DI/S office desires to take advantage of this control, a request should be directed to RI/MB, room 1503 I, extension 3020, for establishment of a numbering system and the necessary supplies.

5. The number and location of the "Locator Points" established in the DD/S is tentative and cannot be accurately determined until we have had more experience with controlled document traffic. Notification of changes in the physical location of "Locator Points", and requests for the establishment of additional "Locator Points", may be directed to RI/MB, room 1503 I.

6. Responsible officials will take the necessary steps to ensure compliance with these instructions.

Signed: M. Gates Lloyd
M. GATES LLOYD
Acting Deputy Director
(Support)

Attachments:

- DD/S Locator Points
- Graphic Description of
Receiving Procedures

Distribution:

- Orig. - CGC 3 w/att.
- Compt 10 w/att.
- D/Comm 10 w/att.
- D/Log 10 w/att.
- D/Pers 10 w/att.
- D/Sec 10 w/att.
- D/Tr 5 w/att.
- C/Audit Staff 3 w/att.
- C/Comm. Staff 3 w/att.
- C/Ident Staff 3 w/att.
- C/Int. Staff 3 w/att.
- SGA-DD/S 3 w/att.
- DD/S 3 w/att.
- A/DDP/EXO 5 w/att.
- DDP-FI/RI 5 w/att.

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing attachments